



## **U.S. EMBASSY BRIDGETOWN, BARBADOS ADMINISTRATIVE NOTICE**

**No.23 /11N**

**DATE:** February 10, 2011

**OPEN TO:** All Interested Candidates

**FROM:** Jeremey M. Neitzke, Management Officer

**POSITION:** **Financial Management Specialist, CDC; FSN-11, FP-04**

**OPENING DATE:** February 10, 2011

**CLOSING DATE:** February 25, 2011

**WORK HOURS:** Full time 40 hours/week

**SALARY** \*Ordinarily Resident : (BDS\$127,247.00) p.a.; (Starting Salary)  
(Position Grade: FSN-11)

\*Not-Ordinarily Resident: (US\$61,759.00) p.a. (Starting Salary  
(Position Grade:FP-04) is confirmed by Washington)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.**

The U.S. Embassy in Bridgetown is seeking an individual for the position of Financial Management Specialist, Center for Disease Control. This is a full time, 40 hour per week position.

**Basic Functions of Position:**

The incumbent develops the preparation and execution of the organization's fiscal activity based on program plans, resources available and sound knowledge PEPFAR program activities. The incumbent ensures that implementing partner organizations adhere to budgetary and financial policies and guidelines. The position works closely with the Financial Specialist to ensure adequate provision of financial oversight, monitoring and regulatory compliance to all CDC- CRO PEPFAR implementing partners. In addition, the incumbent provides technical assistance to CDC cooperative agreement holders through informal audit processes to ensure compliance with Federal Assistance law. Provides training and mentorship to the technical and administrative staff

of cooperative agreement holders. Gives feedback to CDC Senior Managers on the compliance of partners and to inform decision making for funding levels.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office, (Telephone number 227-4342).

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

Masters Diploma/Degree in Accounting, Finance, Public administration, Business Administration or Management is required.

Prior Work Experience

Five years of mid-to-senior level public health experience in progressively responsible grants management experience or a health-related international development organization is required. The incumbent must possess at least three years' experience in accounting or finance work of non-profit organizations.

Language Proficiency:

English level IV (fluent writing, reading and speaking) is required.

Knowledge:

An in-depth knowledge of the range of HIV/AIDS programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. Incumbent should have expert knowledge in conducting audits for non-profit organizations that receives grant funding. Should have and working knowledge of at least one accounting package such as QuickBooks, Sage or Pastel.

Skills and Abilities:

Incumbent must be able to work independently to assess inconsistencies in complex financial data and to assist technical staff to review financial reports for technical and administrative projects. Advanced level of skill in utilizing various financial management software systems such as; MIP Sage, Quickbooks and Microix for NGO accounting and procurement management. Ability to plan budget expenditures to meet PEPFAR-program needs is required. Ability to coordinate and negotiate effectively with host government, inter-agency partners is required. Intermediate user level of word processing, spreadsheets and databases is required. A facility to work with higher mathematical calculations for purposes of reporting is required. (skills will be tested).

### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate will be required to take an accounting function test prior to the interview.

### TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### SUBMIT APPLICATION TO:

Human Resources Office  
U.S. Embassy  
Wilkey Business Park  
St. Michael BB14006  
Telephone: (227-4342)  
Fax: (227-4048)

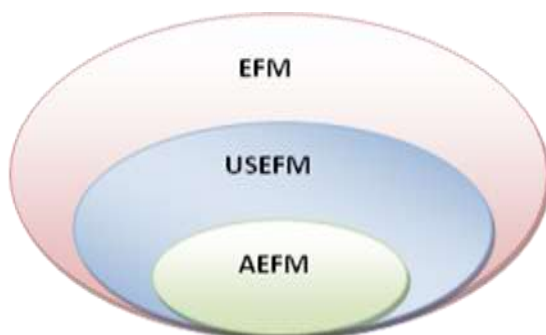
\*The mailbox address is: [BridgetownHumanResources@state.gov](mailto:BridgetownHumanResources@state.gov) to which one may electronically send one's application.

**CLOSING DATE FOR THIS POSITION: February 25, 2011**

*The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

## **Appendix A** **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used

- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References